

**CITY OF MONTGOMERY
APPLICATION FOR PUBLIC
ASSEMBLY PERMIT**

Officer Surcharge Fee: _____

Barricades (1 to 6): _____

____ Additional @ \$6 ea: _____

DATE: _____

____ Additional Lighted @ \$10 ea: _____

TOTAL AMOUNT DUE _____

PAID: _____ **CK#** _____ **CASH** _____

NAME OF ORGANIZATION: _____ **PHONE:** _____

**PERSON/ORGANIZATION
RESPONSIBLE FOR BILL:** _____ **PHONE:** _____

MAILING ADDRESS: _____

It is respectfully submitted that a public assembly permit be issued to the above-named person or organization.
The following items of information are submitted:

(1) The purpose of the public assembly is: _____

(2) Date of Assembly: _____ (3) Hours: Begin _____ End _____

(4) Number of Persons: _____ Floats: _____

(5) Route of parade and/or location of public assembly (attach map if needed): _____

(6) Description as to size and wording of all signs, placards, flags or cards to be carried and the names
and words of all songs to be sung, chants to be chanted and cheers to be yelled:

(attachment to be added, if necessary)

This requested permit is hereby () Granted () Denied

DATE: _____

Kevin J. Murphy
Chief of Police
Montgomery, Alabama

Your permit must be submitted at least ten (10) days before the event is to take place. If barricades are needed for your event, they must be paid for before they can be ordered. The price is as follows: \$50.00 (up to 6 barricades), plus \$5.00 for each additional plain barricade and \$10.00 for each additional lighted barricade. This permit allows street closures and assembly only during the dates and times granted. The person obtaining the permit, their parties, agents and participants of said event have to operate within the parameters of the noise ordinance. If a public disturbance or *breach of the peace* ensues, the City of Montgomery!Montgomery Police Department may revoke the public assembly permit without notice and order the gathering dispersed in order to maintain public safety and order.

If your permit has been denied, you have the right to appeal this denial to the City Council. This appeal must be filed with the City Clerk within three (3) days from your notification of denial. You may contact the City Clerk's office at the Montgomery City Hall located at Madison Avenue and Perry Street.

If you have received an alternate route or location for your parade/assembly and you wish to accept this alternate, you must file written notice with the Chief of Police within seven (7) days from the time of notice of this alternate.

If you have any questions, please call the Traffic Division Commander at 241-2670 for further information.

IMPORTANT: SECTIONS 7 AND 8 MUST BE COMPLETED AND SIGNED BEFORE APPLICATION WILL BE CONSIDERED.

EFFECTIVE JANUARY 1, 2003

Any Group, Club, Fraternity, Organization or individual who plans, sponsors or holds for profit, or not for profit, any run, race, relay, barrel roll, basketball dribble, parade, or any like or similar event on any public street, road or highway within the City Limits of Montgomery shall reimburse the City of Montgomery for any and all costs incurred by the City as a result of such event. These costs will include but not be limited to salaries for Police Officers required for escorts, traffic control, security and/or crowd control. This policy does not apply to the annual Christmas Parade or Turkey Day Parade or any event sponsored by the City itself. This policy should not be construed to, in any way, limit any person's or organization's first amendment rights to free speech and expression. Political functions, protests and statements, as well as labor disputes, or any other event involving the exercise of constitutionally protected rights will not be affected by this policy.

Due to Police Department manpower, many events will be required to hire off-duty Police Officers to handle traffic or security for the event. In that case, you will be put in contact with the Commander from the Montgomery Police Department that handles off-duty employment, and he/she will work with you on your details. The rate of pay for an off-duty officer is \$30.00 per hour for any traffic control with a \$120.00 minimum and \$25.00 per hour for any security with a \$1 00.00 minimum. This will be paid directly to each officer at the completion of the event.

In addition to the off-duty officers, if the Traffic Supervisor with the Montgomery Police Department feels that additional on-duty officers are needed, then the City will invoice you or your organization for any cost incurred by the City of Montgomery as a result of the event.

PAYMENT WILL BE DUE IMMEDIATELY UPON RECEIPT OF THE INVOICE.

- (7) _____ have read and understand the above Montgomery Police Department Policy. I acknowledge that _____ does, in fact, agree to the listed fees for this event
(Name of Person/Organization)
and agree(s) to make any payment as required above in the listed manner.

Printed or Typed Name: _____

Signature: _____

*****WAIVER*****

- (8) Any liability incurred arising out of either property damage or injury to person(s) as a result of this assembly or event will be incurred by the promoters, sponsors and/or participants and not by the Montgomery Police Department, not the City of Montgomery, nor any of their agents or employees.

Signature: _____

BELOW PORTION TO BE FILLED OUT BY THE TRAFFIC SUPERVISOR UPON COMPLETION OF DETAIL

TIME OFFICERS ASSIGNED TO DETAIL _____
NO. OF OFFICERS ASSIGNED TO DETAIL _____
TIME DETAIL COMPLETED _____
at \$ _____ per man hours _____

NARRATIVE: _____

TRAFFIC SUPERVISOR'S SIGNATURE

PUBLIC ASSEMBLY PERMIT
ADDENDUM
REVISED 01/01/2012

Effective January 1, 2012, the following rules will be enforced:

1. The permits must be submitted at least 10 days in advance of the event.
2. There will be an additional fee of \$25.00 per officer required to work any event. This fee is paid directly to the "City of Montgomery" in the form of a check or money order. Each officer is paid at the end of the event (\$120.00 per officer) and it is preferable to be paid in cash if possible. (EXAMPLE: 2 OFFICERS RECEIVE \$120.00 EACH, AND THE CITY OF MONTGOMERY WOULD RECEIVE A **CHECK/MONEY ORDER FOR \$50.00**) This fee will be capped at \$250.00 per year, i. e., if you have more than one (1) event per year, this fee is paid only one time. This fee must be submitted 72 hours in advance of the event. (check, money order). Off-duty officers are not required for every event; however, you will be notified of the number of officers you require if deemed necessary.
3. You need to attach a map of the route. (Can be a google map, or handwritten). If you are requesting a block party, please attach a sheet with the signatures of the people who will be affected giving their permission.

If you have any questions, please feel free to contact the Traffic Division @ 334-241-2670.